



## FEDERAL MARITIME COMMISSION

800 North Capitol Street  
Washington, DC 20573-0001

### MEMORANDUM

FOR: All FMC Employees

Date: March 26, 2019

SUBJECT: Equal Employment Opportunity (EEO) and Diversity Policy

The Federal Maritime Commission (FMC) reaffirms its commitment to equal opportunity in employment regardless of race, color, sex (including pregnancy and gender stereotyping), national origin, religion, age (40 years and older), disability (physical and/or mental), genetic information, and/or for opposing discrimination or participating in the EEO process. The FMC will continue to provide a workplace that is free from all forms of discrimination, harassment, and retaliation, ensuring equal opportunity in all human capital and employment programs, management practices, and employment-based decisions.

The FMC will continue to actively and consistently support and promote the principles of diversity and inclusion in order to guarantee an environment in which its employees are valued, treated with dignity and respect, and provided every chance to compete and contribute towards achieving their employment potential. The entire FMC community - executive leadership, supervisors, managers and staff will always be held accountable to maintain an environment with the highest standards of diversity, inclusion, and equal employment opportunity.

In support of Executive Order 13548, "Increasing Federal Employment of Individuals with Disabilities," we will seek to strengthen our efforts to attract, hire, and retain individuals with disabilities through the use of special hiring authorities, and by providing reasonable accommodations to qualified individuals with disabilities upon request and as appropriate. The FMC is committed to providing equal employment opportunities to individuals with disabilities and ensuring that applicants for employment and existing employees with disabilities are treated with the same respect and fairness that every employee expects and deserves in the workplace.

Employees and applicants for FMC employment who believe they have been subjected to any form of discrimination, harassment or reprisal in employment, and wish to pursue an EEO complaint must first initiate the pre-complaint process by contacting an EEO Counselor within 45 calendar days of the date of the alleged discriminatory, harassing or reprisal action, or in the case of a personnel action, within 45 calendar days of the effective date of the personnel action. The telephone number to contact an EEO Counselor is (202) 523-5859/5806 (voice) or [eeo@fmc.gov](mailto:eeo@fmc.gov).

Michael A. Khouri  
Chairman